

Superior Court of California  
County of San Bernardino  
Employment Opportunity



## Court Attendant

**\$2591 - \$3309 approximate monthly**

**Application deadline: 4:30 p.m., Friday, April 16, 2004**  
**Announcement # 04-005**

The eligible list resulting from this recruitment will be used to fill 19 current vacancies throughout the Court and future vacancies as they occur. Incumbents may be assigned to any Court District within the County.

**We are looking for individuals who will:**

- Conduct search of courtroom and surrounding areas prior to morning and afternoon session to ensure courtroom security and observe people and activities during courtroom hours.
- Open court sessions; serve as liaison between attorneys, jurors, witnesses, litigants and parties to cases and the Judge or Commissioner and his/her court staff.
- Report security violations or suspicious items to the Sheriff or other appropriate personnel and use alarm buttons or radio communication for emergencies.
- Monitor persons in the courtroom to ensure non-disruptive activity; instruct jury panels on appropriate courtroom decorum and monitor conformance; prevent conversations between jurors, parties, witnesses, spectators, media, and the public to the case during trial.
- Administer immediate first aid or CPR as needed and contact appropriate personnel or agency in the event of medical or emergency situations.
- Accept legal documents for filing.
- Post and distribute court calendars; inventory and/or deliver exhibits to and from the exhibit room or locker; inventory and ensure appropriate supplies are available for courtroom use.
- Perform related duties as assigned.

**Requirements:**

Eighteen months of service as a Legal Processing Assistant for the Superior Court of California, County of San Bernardino, including completion of probation and promotion to a Legal Processing Assistant II, or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

**Note:** (1) Court Attendants are required to successfully complete a court approved CPR certification and first-aid training course during their first six months of employment and are required to maintain such certification. (2) The Court will provide and Court Attendants must wear a uniform.

**Examination:** The examination will consist of a written test. Qualifying candidates will be notified of the date of the written test approximately two weeks prior to testing.

**How to Apply:**

For application materials, please contact the Court Personnel Department at (909) 387-6894 or visit our website at [www.sbcounty.gov/courts](http://www.sbcounty.gov/courts).

**Benefits:**

Paid holidays, vacation time, sick leave, retirement plan, deferred compensation plan, employee health insurance (medical and dental), life insurance, merit salary increases, reimbursement of professional development, credit union.

Employment is contingent upon passing a pre-employment physical, including drug screening and fingerprinting.

EJ/MV – 3/29/04

Court Personnel Department  
172 W. Third Street, 2nd Floor  
San Bernardino, CA 92415-0302

24 Hour Job Information Hotline: (909) 387-9150  
Phone: (909) 387-6894  
Email: [personnel@courts.sbcounty.gov](mailto:personnel@courts.sbcounty.gov)

Fax: (909) 387-9100  
Internet: [www.sbcounty.gov/courts](http://www.sbcounty.gov/courts)